

1. Introduction

The Electronic Comment Filing System (ECFS) is an Internet Web-based electronic filing system designed for the Federal Communications Commission (FCC). The goals of the Electronic Comment Filing System are as follow:

1. Provide the public with a simple electronic means to express and review opinions in docketed and rulemaking proceedings.
2. Improve staff access to documents.
3. Improve staff workflow.

Electronic filing is the transmission of computer-based documents from one computer to another. ECFS has been designed to allow for the electronic transmittal of documents/comments via the FCC's Internet pages and email. Access to ECFS for filing is unrestricted so that anyone with Internet access can file and retrieve comments.

ECFS users send or "upload" files via a Web Browser. These are typically word-processing documents containing comments in reference to a specific FCC Docket or Rule Making proceeding. Users can also send comments via the Internet, e-mail, or diskette (A computer readable form is submitted as part of e-mail filings). Filers may also continue to send a paper filing or "hard copy" instead, in accordance with existing rules, for inclusion in ECFS via FCC scanning. Virtually all documents are stored electronically in ECFS and available for search and retrieval via the Web. Exceptions to this rule include a case in which the size of a document or certain types of media (video, microfiche, etc.) requires storing the document offline. Confidential documents will not be available for the public to view.

ECFS accepts files in a variety of formats, as follow:

- Microsoft Word 6.0 or higher
- WordPerfect 5.1
- ASCII text
- Excel 4.0 or higher
- Adobe Acrobat Portable Document Format (PDF)*

* *preferred format*

ECFS provides the FCC staff as well as the general public with direct access to FCC documents from their own computer workstations. Multiple users may view and access documents concurrently. ECFS serves as the repository for official records in the FCC's docketed proceedings and rulemakings.

This user manual is designed for individuals who have some basic knowledge of using the Internet. Each chapter provides simple instructions for using ECFS.

When using ECFS for the first time, you may wish to file your comments several business days before the comment period deadline. This will enable you to obtain filing assistance, if needed, and to ensure that your comments are filed in a timely fashion.

Note: "Test" filings are permitted, however the Office of The Secretary must be contacted prior to the submission: (202) 418-0303. In most cases, filing deadlines will be extended only if the ECFS system is experiencing technical difficulties.

Please call: (202) 418-0193 with any questions or concerns regarding the Electronic Comment Filing System or send an email to: ecfshelp@fcc.gov. You may also call the FCC main Reference Room number: (202) 418-0270 or (202) 418-0200 for general information concerning FCC proceedings or the FCC.